

ADMINISTRATIVE MEMO NO. 5

September 25, 1942

TO THE OFFICERS AND SECRETARIAL STAFF OF FBIS:

In those ancient and honorable conventions sometimes called protocol, at other times called reference to the proper echelons, or, more vulgarly, the bureaucratic system, it is considered essential that:

1. Any business that we transact or any request that we make from or to the President of the United States, a Cabinet Department head or the head of an independent agency should be made over the signature of the Chairman of our Commission, Mr. Fly. To this is added the arrangement that when the request or communication is to a foreign government, it will normally go through the State Department.

2. A request made by any member of FBIS to an official in another agency, not the director, or in some cases to the director himself, should be made in a letter over the signature of the Director of FBIS.

This means more letters for the Director to sign, but it has many compensations, one of which is the prevention of the quite frequent experience that the Director has of being called on the telephone about correspondence that he has never seen.

I think that actually it saves time and trouble in the end, don't you think so?

/s/ Robert D. Leigh

Robert D. Leigh
Director
Foreign Broadcast Intelligence Service